

Macomb Community Action Advisory Board
Budget Committee Meeting
May 7, 2009

The Macomb Community Action Advisory Board Budget Committee met on Thursday, May 7, 2009 in the VerKuilen Building, MI Works! Conference Room-Suite 11, 21885 Dunham Rd., Clinton Township, MI.

MEMBERS PRESENT:

John Bierbusse, Chair
Commissioner Flynn
Pastor Mack
Nellie Martin
Commissioner Sprys
Mary George

MEMBERS EXCUSED:

Norman Bordo
Ron Chriss
Jessica Cheshire
Hazel Rivers
Betty Slinde

STAFF PRESENT:

Madeleine Olszak
Frank Taylor
Holly Ehrke

1. Call to Order

The meeting was called to order by Chair Bierbusse at 11:55 a.m.

2. Determination of a Quorum

It was determined that a quorum was established with 6 members present.

3. Approval of the Agenda

John Beirbusse approved the Agenda as submitted. Motion carried.

4. Approval of February 18, 2009, Minutes

Commissioner Flynn, supported by Nellie Martin, made a motion to approve the February 18, 2008 minutes. Motion carried.

5. Approval of April 21, 2009, Minutes

Commissioner Flynn, supported by Nellie Martin, made a motion to approve the April 21, 2008 minutes. Motion carried.

6. Public Comment

Chair Bierbusse stated that this committee operates under the Open Meetings Act and asked if anyone was present who wished to address the Committee. There being no one present requesting this privilege, Chair Bierbusse proceeded with the meeting.

7. Review and Approve February, March & April 2009 Financial Statements

Ms. Olszak reported on the November through February, March & April 2009 Financial Statements.

Commissioner Sprys, supported by Mary George, made a motion to approve the February, March & April 2009 Financial Statements.

8. Budget Summary Update

Ms. Olszak presented the Budget Summary update. She stated:

- Department of Energy (DOE) budgeted amount for 2009/2010 Fiscal year is \$669,036. This funding is for regular Weatherization.
- Department of Energy (DOE) American Recovery & Reinvestment Act (ARRA) budgeted amount is \$8,127,986. This funding will be used for the period covering 4/1/09 – 3/31/12.
- Federal funding for Commodities/Warehouse has increased by \$11,375.

Discussion followed.

Commissioner Flynn, supported by Pastor Mack, made a motion to receive and file the Budget Summary update. Motion carried.

9. Special Assistance Grants Update

Ms. Olszak presented the Special Assistance Grants update. She stated:

- The Agency is still waiting for notification of the funding for the Emergency Food and Shelter Program (TEFAP).

Mary George, supported by Commissioner Sprys, made a motion to receive and file the Special Assistance Grants update. Motion carried.

10. Cash Donations Update

Ms. Olszak presented the Cash Donations update.

Mary George, supported by Nellie Martin, made a motion to receive and file the Cash Donations update. Motion carried.

11. Recommendation to Receive and File Financial Detail Report on Senior Nutrition Program

Ms. Olszak presented the Financial Detail Report on the Senior Nutrition Program.

Commissioner Flynn, supported by Commissioner Sprys, made a motion to receive and file the Financial Detail Report on the Senior Nutrition Program. Motion carried.

12. Recommend Head Start Policy Council By-Laws with Revisions to Full Board

Mr. Taylor presented the Head Start Policy Council By-Laws with Revisions. He stated the following recommendation have been made by the MCAAB Committees.

- The Policy Council Secretary shall attend all meetings and is responsible to ensure that they take accurate notes to assist the staff Secretary in taking the minutes. The Policy Council Secretary shall **than** work with the staff Secretary to ensure the minutes of the meeting are accurate prior to presenting the minutes to the Head Start Director and the Policy Council Chair for review.
The Policy Council Secretary takes notes to be submitted to the Secretary for information sharing in the Policy Council Newsletter which is distributed to every parent through the classroom PICL folders.
The word **than** should be **then**.
- The word “children” should be replaced with “students” throughout the Head Start Policy Council By-Laws.
- “Policy Council Executive Board” should be replaced with “Policy Council Executive Committee” throughout the Head Start Policy Council By-Laws.

13. Update on the Earned Income Tax Credit (EITC) Grants

Ms. Solomon presented the Earned Income Tax Credit (EITC) Grants update. She stated:

- CSBG-T Tax Preparation Assistance Program
 - Number of households served (unduplicated) – 686
 - Number of household members served (unduplicated) - 832
 - The Community Action Centers completed 1,940 Tax forms.
 - Number of returns E-Filed - 799
 - Total Amount of Refunds were \$171,666
 - Total Amount of Credits were \$481,004
- TANF-E Tax Preparation Assistance Program
 - Number of households served (unduplicated) – 208
 - Number of household members served (unduplicated) - 676
 - The Community Action Centers completed 928 Tax forms.
 - Number of returns E-Filed - 303
 - Total Amount of Refunds were \$157,055
 - Total Amount of Credits were \$490,917

14. Emerging Issues

There were no Emerging Issues.

15. Other Business

Mr. Taylor stated Head Start has received a \$100,000 from a gentleman whose wife passed away. Her wishes were to donate this money to assist low-income children for their dental needs. Mr. Taylor has requested that the money be deposited into an interest bearing account and will be spent as necessary. He will continue to update the Board on the donation's use.

16. Schedule Next Meeting – June 9, 2009 Greater New Hope Baptist Church, New Haven

17. Adjournment

Pastor Mack, supported by Mary George, made a motion to adjourn the Meeting at 12.41 p.m.

Respectfully Submitted

Holly Ehrke, Secretary